FLINT HILLS resources

MANAGEMENT OF CHANGE FORM

(REFER TO PROCEDURE EHS-I-006 FOR EXPLANATION OF THIS FORM)

DEPARTMENT: Waste Plant
ORIGINATOR: Joe Vittone

MOC#: 183596
DATE: 07/21/2016

SECTION A - TECHNICAL BASIS FOR PROPOSED CHANGE

Purpose and Technical Basis:	Currently, the trench drains located around the clarifiers and SBC units drain directly into the storm sewer.
Description: *Attach additional paper if necessary*	This project will install an underground butterfly valve in the 6" line from the clarifier/SBC trench drain to storm sewer. The valve will have a riser post extending above ground with a handle for a quarter turn shutoff. This valve will be used to stop flow of material to the storm drain in the event of a leak or spill from equipment located in this area. Valve will be normally closed and managed by Utilities Operators.
Impact of Change On Env / Health / Safety: *If there will be no effects, describe the thought process used to determine this.*	Prevent an environmental release to the storm drain by utilizing the proposed isolation valve.

SECTION B - DOCUMENTATION - *Attach appropriate documentation illustrating proposed changes*

☐	Procedures	☐	Inspections, Testing, PM's	☐	AEC	☐	PHA'S
☐	PSM Documentation	☐	CHEMGEMS Specifications	☐	MI App Checklist	☐	LDAR
☐	MSDS Information	☐	Energy Control Plans	☐	DCS logic printout	☐	OJT's
☐	Training/Communication	☐	Alarm Response Tables	☐	DCS screen shots	☐	JSA's
☐	Quality Issues	☐	Customer Impact	☐	Other		

Affected Personnel Needing To Be Informed/Trained On Proposed Change

☒	Operations	☐	I/E Technicians	☐	Community
☐	Production Facilitators	☐	Engineering	☐	Regulatory Entities
☐	Mechanics/Welders	☐	Contractor(s) _____	☐	Corporate _____
☐	Electricians	☐	Office Personnel	☐	Other

SECTION C - Is Change Permanent?

☒	YES	Proposed Project Start Date **08/01/2016**
☐	NO	Proposed Project Completion Date **11/30/2016**

SECTION D - Is Change Temporary ?

☐	YES	From:
☒	NO	To:

SECTION E - Is Change Emergency ?

☐	Yes	Start:
☒	NO	

Approval Received From:

- ☐ Ops. Mgr./Designee
- ☐ Plant Mgr./Designee (if requested)
- ☐ H&S Mgr./Specialist
- ☐ Env. Eng./Designee
- ☐ Technical Services Mgr./Designee
- ☐ Area Mgr./Designee

Approvals Received By:

_____
Signature *Date*

Returned To Original Service: _____/_____/_____

Area Mgr./Designee Signature: _____

Extended To: _____/_____/_____ *

Plant Managers Approval:

Signature: *Date:*

*Note: Temporary MOC's may be extended up to 6 months at a time

SECTION F - DESIGN SAFETY REVIEW

PHA. Does the proposed change require a PHA? (i.e. What-if/Checklist, HazOp, Revalidation, Review) If yes indicate type of PHA in Action to be Taken section. ☐YES ☒NO

PSSR. Does the proposed change require a Pre-Start-up Safety Review (PSSR)? See EHS-I-067 for Requirements. Mandatory if change involves DCS Interface. ☒YES ☐NO

1. RELIEF AND BLOWDOWN

Does the Proposed Change:	YES	NO
1. Introduce or alter any potential cause of over/under pressurizing of the system?	☐	☒
2. In any way affect existing equipment installed to prevent over/under pressurization?	☐	☒
3. Introduce or alter any potential cause of raising/lowering the system temperature?	☐	☒
4. Introduce a risk of creating/reducing vacuum in the system?	☐	☒
5. Have any critical relief devices been identified for verification of proper rating and installation?	☐	☒

2. AREA CLASSIFICATION

Does the Proposed Change:	YES	NO
1. Introduce or alter the storage of flammable materials?	☐	☒
2. Introduce or alter the location of potential leaks of flammable materials?	☐	☒
3. Introduce new or alter existing electrical equipment?	☐	☒
4. Does the new or altered electrical equipment need to be suitable for electrically classified areas?	☐	☒
5. Require the installation of new or modified combustible liquid material handling systems? (Grounding action item required)	☐	☒
6. Require the installation of new or modified dust material handling systems? (Grounding action item required)	☐	☒
7. Affect area ventilation?	☐	☒

A yes answer to any question in this section requires a review by the Electrical Engineer prior to routing for approval signatures.

3. SAFETY CONSIDERATIONS

Does the Proposed Change:	YES	NO
1. Require any additional safety equipment or layers of protection?	☐	☒
2. Alter or affect existing safety equipment or means of egress?	☐	☒
3. Require changes to the function or independence of existing equipment or layers of protection?	☐	☒
4. Alter or affect critical safety instrumented functions (SIF's)?	☐	☒
5. Alter the noise level in the surrounding area?	☐	☒
6. Increase the potential for exposure to any chemicals?	☐	☒
7. Introduce a new or previously unused chemical/raw material?	☐	☒
8. Affect de-energization? (able to lock-out, drain materials)	☐	☒
9. Create any ergonomic concerns?	☐	☒
10. Affect any Battery Limit Valves (BLV)?	☐	☒
11. Affect the overall security of the facility?	☐	☒
12. Does this increase the risk of potential impact to plant personnel (employees and contractors)?	☐	☒
13. Does the proposed change affect facility siting relative to both people and equipment in any of the following situations: temporary changes, before startup after a permanent change, or before startup after temporary change has been removed/closed/returned to original condition?	☐	☒
14. If the proposed change affects replacement or demolition of piping or conduit, will the entire run be identified and clearly marked prior to work, to ensure safe work activity?	☐	☒
15. Affect the safe transport of hazardous material? For ex., introducing a new hazardous material for transport or changing the method of transportation of the hazardous material.	☐	☒

SECTION F - DESIGN SAFETY REVIEW

4. ENVIRONMENTAL CONSIDERATIONS (*Consult Env. Engineer for completion of this section)*

	YES	NO
1. Will there be a potential increase in the maximum production rate, which exceeds the currently permitted design capacity of the facility?	☐	☒
2. Will the replacement or modification change any of the basic parameters of the process unit, such as temperature, pressure, etc?	☐	☒
3. Will the change cause increased emissions of regulated pollutants during installation, implementation, or during operations?	☐	☒
4. Will there be any new vents added?	☐	☒
5. Will the change add, remove or modify any permitted emission units (*Example: reactors, wash tanks, dryers, centrifuges, pack-out bins, screening towers, or styrene or pentane storage.)*?	☐	☒
6. Will the project include the installation of a stationary engine with a ≤ 500 hp? If so, a non-resettable hour meter shall be installed to record operational hours and PMs shall be consistent with RICE NESHAP regulations and the manufacturer's recommended preventative maintenance.	☐	☒
7. Will the project results in the increase in Facility's total throughput of natural gas?	☐	☒
8. Is there the potential to generate a new waste or increase the quantity of an existing waste?	☐	☒
9. Will there be a change in the wastewater characteristics? If the project causes an increase to the discharge of wastewater to the Public Sanitary District, provide calculations with the MOC.	☐	☒
10. Does the project add or remove LDAR Components (Pumps, PRVs, Valves, and Connectors) that come in contact with styrene or pentane?	☐	☒
11. Does the project increase risk to off-site residential & environmental receptors?	☐	☒
12. Will the change affect the control of processes?	☐	☒
13. Will the change affect the composition or physical properties of the final product?	☐	☒
14. Will new chemicals be brought onsite anytime during the project?	☐	☒
15. Does an evaluation of chemical compatibility need to be conducted during the project?	☐	☒
16. Will the project involve decommissioning or demolition of equipment or structure?	☐	☒
17. If yes to 16, does National Emissions Standards for Hazardous Air Pollutants (NESHAP) or deconstruction permit apply?	☐	☒
18. Will this project require a portable engine?	☐	☒

5. OPERATION AND DESIGN

Does the Proposed Change:	YES	NO
1. Affect the process or equipment upstream/downstream of the change?	☐	☒
2. Affect access to process or equipment/controls for personnel?	☐	☒
3. Introduce any new or affect existing interlocks or alarms systems?	☐	☒
4. Affect manpower or qualified personnel?	☐	☒
5. Affect the loads/strengths of existing foundations, structures, vessels, or pipe racks?	☐	☒
6. Impact requirements of existing or proposed piping supports? *(Needs to be adequately designed for expected stresses due to pressure and thermal loadings.)*	☐	☒
7. Affect process chemistry? (reactivity/compatibility)	☐	☒
8. Affect maximum intended inventory, which would require updating maximum inventory tables?	☐	☒
9. Affect safe upper/lower limits for such items as temperature, process flows or compositions?	☐	☒
10. Affect material/energy balances?	☐	☒
11. Affect plant utility resources? (i.e. steam, water, electricity, etc.)	☐	☒
12. Affect equipment with heat-up/cool-down cycling requiring bolt retightening after start-up?	☐	☒
13. Is an exception/revision to design codes or standards (CHEM-GEMS, etc.) required?	☐	☒

6. DCS / SIS / PLC LOGIC & PROGRAMMING

Does the Proposed Change:	YES	NO
1. Alter the DCS/ SIS/ PLC Software logic of process operations?	☐	☒
2. Alter the DCS response (alarm settings) for temperature, pressure, or timing? (Describe in Section A)	☐	☒
3. Alter the DCS screen interface with the DCS operator? (Attach screen shots showing old and new view)	☐	☒

SECTION G - AFFECTS ON PROCEDURES, TRAINING, AND DOCUMENTATION

Will the Proposed Change:	YES	NO
1. Introduce new or impact existing operational procedures?	☒	☐
2. Introduce new or impact existing maintenance procedures?	☐	☒
3. Add or Remove equipment/instrumentation? If yes, contact the Design/Drafting Technician.*(Pre-PSSR)*	☒	☒
4. If equipment/instrumentation is being added/removed, ITPM Request Form MIP-F-100 shall be completed by the MOC Originator, and approved form sent to the Maintenance Support Technician. (Post-PSSR)	☐	☒
5. Require training for operational or maintenance personnel? *(contact Training and Procedure Coordinator)*	☐	☒
6. Require notification for operational or maintenance personnel?	☒	☐
7. Require updating controlled drawings? * *(PFD'S, LDAR, P&ID's, Floor Plans, Electrical Single Lines, Loop Drawings/Electrical Schematics, MCC arrangement, MI Iso Drawings)* ***Attach relevant, red-lined drawings.***	☒	☐
8. Require updating equipment files? (*If yes, include completed PSI equipment spec sheet)*	☐	☒
9. Require a spare parts list and inventory to be developed?	☐	☒
10. Require major project spare equipment to be turned over to maintenance?	☐	☒
11. Require equipment labeling in the field?	☒	☐
12. Require updating of Alarm Response Tables or Operating Limits?	☐	☒
13. Require a new/modification of existing energy control plans?	☐	☒
14. Require a new/modification of existing blinding lists?	☐	☒
15. Require a new/modification of existing Confined Space entry checklists?	☐	☒
16. Cause any PSM/RMP applicability issues?	☐	☒
17. Cause a change in PSM/RMP program level?	☐	☒
18. Will this change have any effect on the overall plant facility siting issues?	☐	☒
19. Increase or decrease the impact contour for worst-case scenario by a factor of two or more?	☐	☒
20. Will this MOC supersede /interfere with any other Temporary/Emergency/Permanent MOC's?	☐	☒
21. Is there a need to update the EPS-I-004, Chemical Compatibility Matrix?	☐	☒
22. Is a Layer of Protection Analysis (LOPA) study required?	☐	☒
23. Will this affect the Interlock Matrix?	☐	☒
24. Require updating of electrical energy consumption spreadsheet? Update required for any MCC, CB panel or bus bar connection additions or alterations.	☐	☒
25. Will this change impact Proprietary Technology including product, process, equipment, technical data, or other trade secret information licensed to FHR by third parties If yes, contact the Proprietary Technology Coordinator.	☐	☒

*** NOTE: Refer to Engineering Equipment Location Database for a list of affected documents, sorted by Location Number.**

Any questions with a 'YES' answer, requires follow-up activity. List the action(s) to be taken to resolve any issues identified in 'Section F' and 'Section G'				
Item No.	**Action To Be Completed Prior to PSSR**	**Responsible Party**	**Target Completion Date**	**Approving Manager**
G-1	Modify Procedure EHS-I-018 to Include New Valve	Chapman	11/30/2016	Vittone
G-6a	Notify Operators On-Site of Changes prior to PSSR	Green	11/30/2016	Vittone
G-7a	Place Redlined Drawings in Drawing Book	Vittone	11/30/2016	Vittone
G-3	REQUEST LOCATION NUMBER FROM DOT	VITTONE	11/30/2016	VITTONE
F-PSSR	Conduct Pre Start-up Safety Review	Vittone	11/30/2016	Vittone

Any questions with a 'YES' answer, requires follow-up activity. List the action(s) to be taken to resolve any issues identified in 'Section F' and 'Section G'				
Item No.	**Action To Be Completed <u>After PSSR</u>**	**Responsible Party**	**Target Completion Date**	**Approving Manager**
G-6b	Notify Remaining Operators of Change - Post PSSR	Green	11/30/2016	**Vittone**
G-7b	Update Controlled Drawing	Brockman	12/31/2016	Vittone
G-11	Install Field Labeling on Valve	Vittone	11/30/2016	Vittone

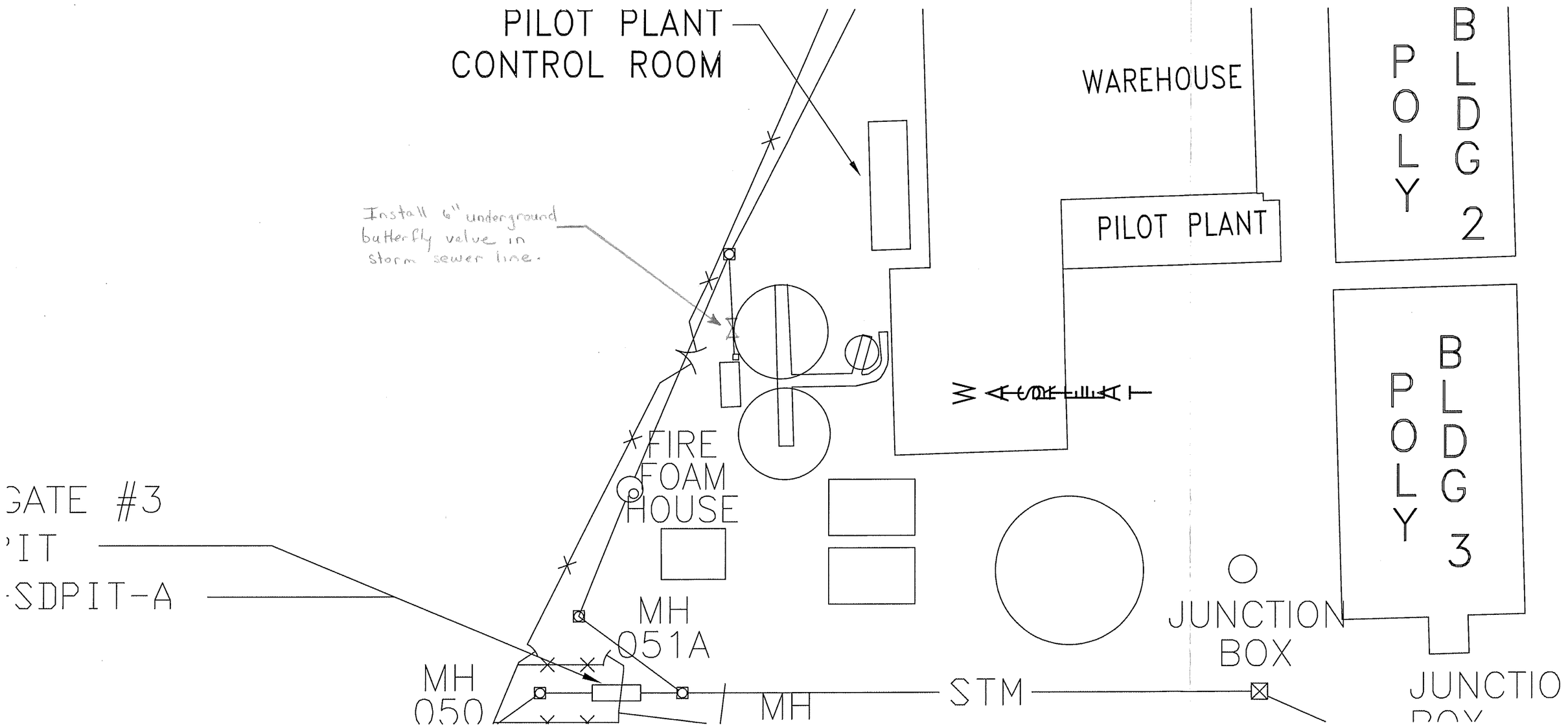
MOC APPROVAL FORM		
Originator:	**MOC No.**	183596

MOC Packet Completeness Verification Review		
Title/Position	**Verification Review Signatures**	**Date**
Drafting Tech, or Designee		8-2-16
MI Coordinator, or Designee		8-3-16
Maintenance Tech from appropriate area		9-19-16
Operator from affected area		9-19-16
Training & Procedures Coordinator		9-19-16
Electrical Engineer (Section F.2)		

Signatures required Prior To Implementation of MOC.		
Title/Position	**Authorizing Signatures**	**Date**
Area Manager/Facilitator or Designee		9-20-16
Technical Services Manager or Designee		9-21-16
H&S Specialist or Designee		9-21-16
Operations / Pilot Plant / QC Manager or Designee		9-21-16
Environment Engineer or Designee		9-22-16

Other Reviewers (as requested by any of the Authorizing signers)		
Title/Position	**Review Signature**	**Date**
Plant Manager or Designee		

VERIFICATION OF MOC CLOSURE
By signing below: **The Originator of this MOC confirms that all action items have been completed & that equipment/documentation in this change is set to start up.**
MOC closure requires the Originators Signature
MOC Originator:



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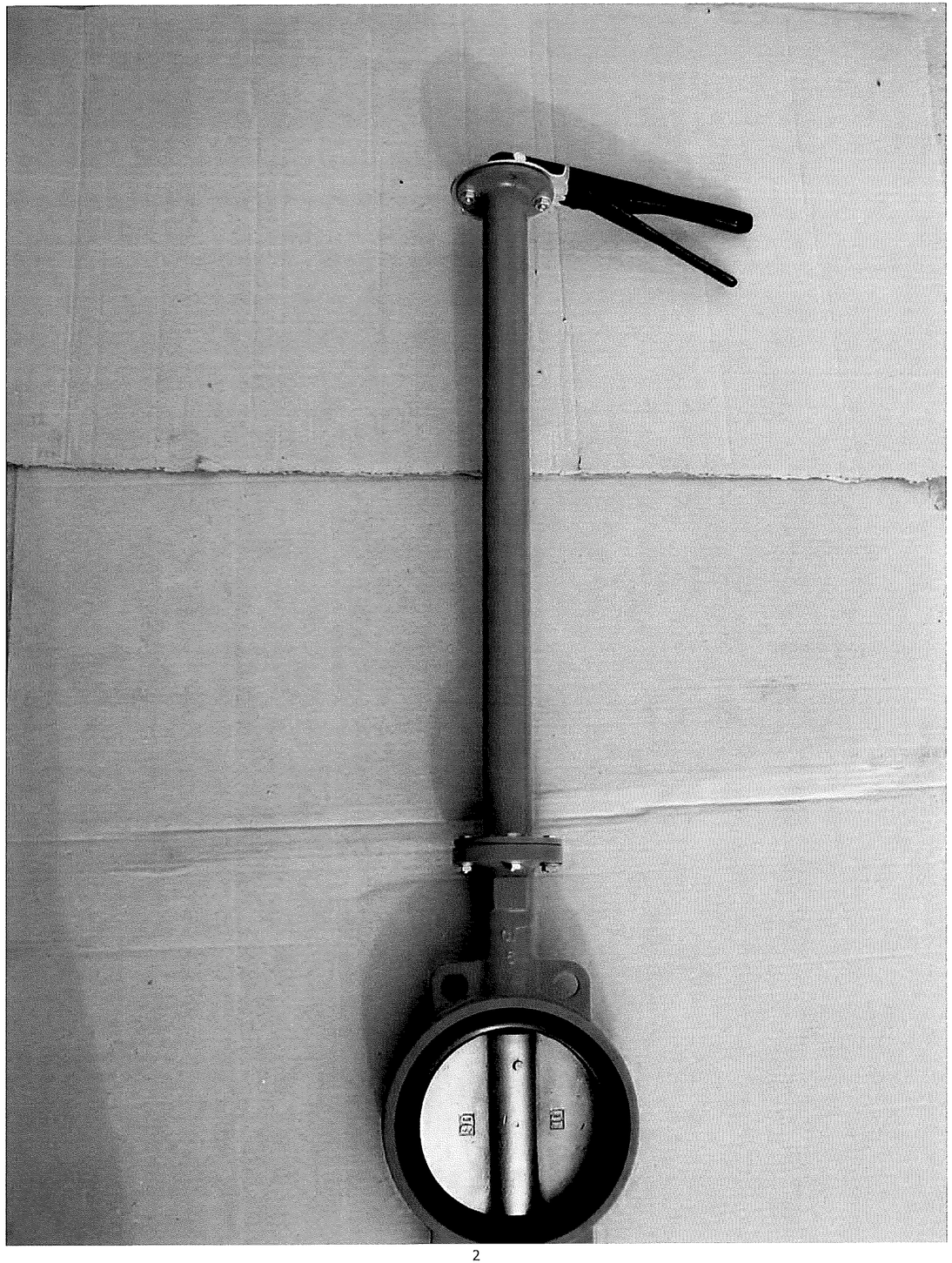

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